

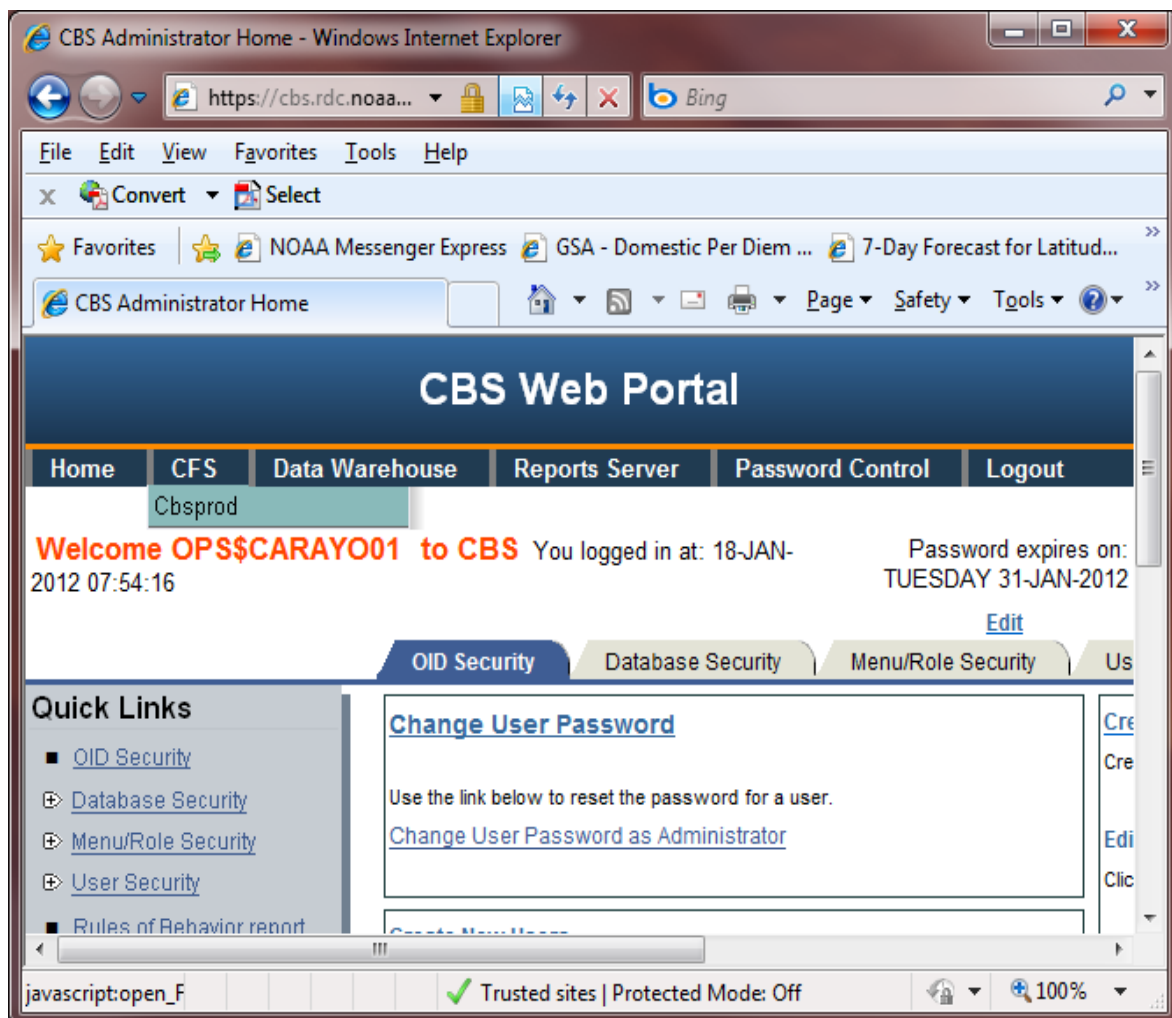
Recertifying your CBS Access

1. Log into the NOAA CBS Web Portal at:

https://cbs.rdc.noaa.gov/nmadm/Custom_pages.login_page

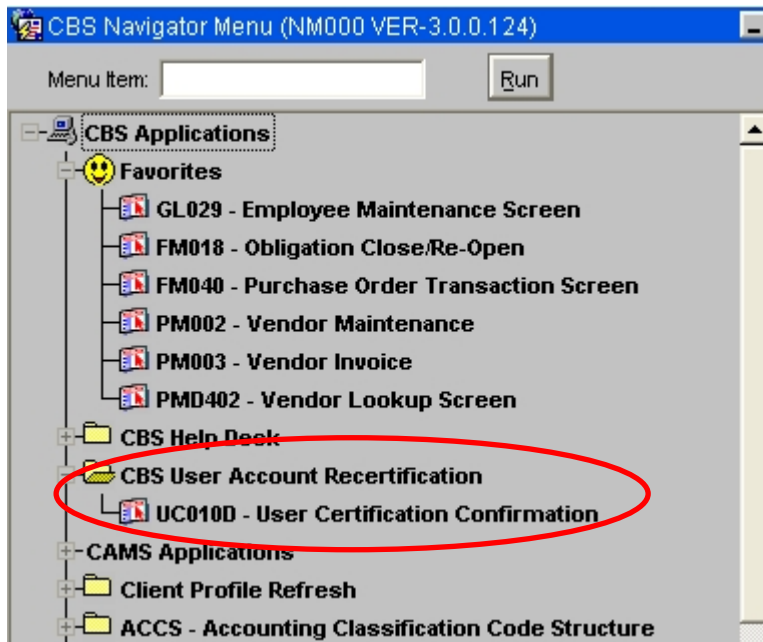
Users must use Internet Explorer (IE) as their browser when accessing the CBS system. Your PC, laptop, or MAC will also require the java platform version 1.6.0.35. Higher versions of Java may work, but you may also encounter problems.

2. Access the Navigator Menu via **CFS**, then click on (**Cbsprod**), or via **Data Warehouse**, then click on the (**Dwprod**) link. **If you have access to both CFS and Data Warehouse, you will only need to recertify one time and can use either menu option.**



3. On the Navigator Menu tree:

- a. Click on the **CBS User Account Recertification** folder
- b. Double click on the **UC010D, User Certification Confirmation** Screen.



4. When the screen opens, it will automatically be populated with your name and user account information. All CBS application roles assigned to your account will be displayed and the **Required?** Field will automatically default to **Y**. (See screen print below.)

QADW13 - Windows Internet Explorer

Menu Item:

CBS Applications

- Favorites
- User Account Management
- User Account Recertification
 - UC001D - User Certification Management
 - UC002D - Recertification Role Control Maintenance
 - UC003D - Recertification Special Account Maintenance
 - UC010D - User Certification Confirmation**
 - UC011D - Administrative Certification Confirmation
 - UC012D - User Certification Status Query
 - UC100D - User Certification Status Reports
 - UC200D - User Account Extract
- CAMS Applications

User Certification Confirmation (UC010D 4-00-DW-120809)

Employee Number:

User Account Name:

Date Recertified: By:

Notes:

Fiscal Year	System ID	Version	Recert End Date
2013	CBS	0	25-JAN-2013

Application Role	Required?
ADMIN SECURITY TEST	Y
CBS_USERS_ROLE	Y
DATA WAREHOUSE IG	Y
DATA WAREHOUSE OIG	Y
DESC TST	Y

Non-Disclosure Agreement: ☐ Accept ☐ Decline

Please Specify Your User Type:

Select Federal Supervisor Name/E-Mail:

(Last Name, First Name Middle Name)

By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account/Name and that you require the Application Roles as indicated in the "Required" column.

Record: 1/1 ... <OSC>

- a. Review each role and determine if your access is still required. If yes, make no changes to that line. If no, change the Y in the **Required?** Field to an N.

Click on the View Document button to read the NOAA Non-Disclosure Agreement. Click Accept if you accept the terms of the agreement. Click Decline if you do not.

Note: In order to retain access to the CBS applications, you must accept the terms of the NOAA Non-Disclosure Agreement.

When the user selects the View Document button– Non Disclosure opens

Non-Disclosure Agreement for System Access

As an employee or contractor of the Department of Commerce (DOC) with access to the National Oceanic and Atmospheric Administration (NOAA) Commerce Business Systems (CBS), you are required to be aware of, and comply with all applicable laws, regulations, not limited to the Privacy Act of 1974, Computer Fraud and Abuse Act of 1988, DOC Policy on Password Management, NOAA Information Technology (IT) Security Policy, and the NOAA Rules of Behavior. All users must complete the IT Security Awareness Training course every year to obtain and/or continue access to NOAA IT resources.

The CBS is an integrated financial management system intended to assist bureaus in complying with sound federal accounting practices. The CBS is a collection of administrative / management systems that are integrated with the Core Financial System (CFS). The administrative systems include budget information, requisitions and procurement, time reporting, personnel and payroll, property, purchase card, travel and grants. The CFS modules include Data Warehouse, Labor Distribution, General Ledger, Cost Accumulation, Budget Execution and Funds Management, Accounts Receivable, Accounts Payable and other standard interfaces.

The information and data, if disclosed to unauthorized sources, could violate the Privacy Act, OMB M06-16 (PII) and/or result in financial loss or adverse legal actions.

I hereby consent to this agreement in consideration for my being granted conditional access containing *sensitive but unclassified information, personally identifiable information and privacy act information* concerning financial, acquisition, travel, human resources, real or personal property, budget and other areas. Information may be in the form of system data, files and records, contract data, analyses, memos, meeting content, conversations, or any other form. I understand and agree to the following terms and conditions:

I will only access, or attempt to access, *sensitive but unclassified information* systems for which I am granted conditional access authorization and have a "need to know/access".

I will not divulge my password(s) or share them with any other person.

I will not disclose or extract any confidential data, Privacy Act / PII data, employee information, or bureau specific *sensitive but unclassified information* which could adversely affect the Government's interest or the privacy to which individuals are entitled.

I will not use, release, or disclose any *sensitive but unclassified information*, in any form whatsoever, to any person or entity other than authorized individuals without written authorization. *Note: Individuals providing services under contractual arrangements cannot share information with their company/organization nor with any other external individual, corporation, business, or organization.*

I will protect *sensitive but unclassified information* in accordance with the provisions of the Privacy Act, OMB M06-16 (PII) and other pertinent laws and regulations governing the confidentiality of privileged information. If I become aware of any improper use, extract, release or disclosure of Privacy Act / PII data or non-public information, I will advise NOAA management and complete the NOAA IT Security Incident Reporting Form as soon as possible. *Note: Contractors are required to provide a copy of this User Agreement to their employers to ensure that they are aware of non-disclosure responsibilities.*

I understand that any unauthorized use, release or disclosure of non-public information in violation of this agreement may subject me to administrative actions that range from a verbal or written warning, removal of system access, reassignment of duties, and/or termination of employment or contract, depending on the severity of the violation.

August 2008

If you choose to decline the Non-Disclosure agreement you will receive the message shown below. If you declined in error, click “No.” Otherwise, click “Yes” to continue.

QADW13 - Windows Internet Explorer

Action Edit View Help Window

CBS Navigator Menu (NM000 VER-4.0.0.7)

Menu Item: Run

CBS Applications

Favorites

User Account Management

User Account Recertification

- UC001D - User Certification Management
- UC002D - Recertification Role Control Maintenance
- UC003D - Recertification Special Account Maintenance
- UC010D - User Certification Confirmation
- UC011D - Administrative Certification Confirmation
- UC012D - User Certification Status Query
- UC100D - User Certification Status Reports
- UC200D - User Account Extract

CAMS Applications

User Certification Confirmation (UC010D 4-00-DW-120809)

Employee Number:

User Account/Name:

Date Recertified: By:

Notes:

Fiscal Year	System ID	Version	Recert End Date
2013	CBS	0	25-JAN-2013


Application Role	Required?
RECERT_ADMIN	Y
SPECIAL_AR_ADJ	Y
STEVE IG	Y
TEST_ROLE	Y
TEST_ROLE	Y

Non-Disclosure A

Please Specify Y

Select Federal Su

Forms

 By declining the Non-Disclosure Agreement and selecting Certify, your account will be disabled. Do you wish to continue?

ATHAN.WOLF@NOAA.GOV

Yes No

By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account/Name and that you require the Application Roles as indicated in the "Required" column.

Certify Exit

Record: 1/1

<OSC>

ORACLE FUSION MIDDLEWARE

5. Enter your User Type (e.g., Employee, Contractor, etc.) using the list of values. To get a list of values, click on the down arrow that is located to the right of the User Type field.
6. Select your Federal Supervisor by entering the last name and pressing enter or from the list of values by double clicking in the field or using the F9 key on the keyboard. For common last names that may generate a large list, use the Up and Down Arrow keys on your keyboard to scroll through the list of names.

QADW13 - Windows Internet Explorer

Menu Item:

CBS Navigator Menu (NM000 VER-4.0.0.7)

- CBS Applications
 - Favorites
 - User Account Management
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Application Role	Required?
RECERT_ADMIN	Y
SPECIAL_AR_ADJ	Y
STEVE IG	Y
TEST ROLE	Y
TEST_ROLE	Y

Non-Disclosure Agreement: ☒ Accept ☐ Decline

Please Specify Your User Type:

Select Federal Supervisor Name/E-Mail:
(Last Name, First Name Middle Name)

By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account Name and that you require the Application Roles as indicated in the "Required" column.

Record: 1/1

Done

Trusted sites | Protected Mode: Off

100%

7. Click on the Certify button to certify your access. Once you click the Certify button, you have completed the recertification process for the current fiscal year, and you will receive a confirmation via a pop-up that states, “Congratulations, you have successfully certified your account.” Click on the **OK** button and the form will be populated with the actual recertification date and the certify button will be grayed out.

The screenshot shows a web browser window titled "QADW13 - Windows Internet Explorer". The main content area displays the "User Certification Confirmation (UC010D 4-00-DW-120809)" form. The form includes fields for Employee Number (63368), User Account Name (OPSSCARAY001), and MCDONALD AYODEJI, CAROLYN. It also shows the Date Recertified and By fields. A table lists application roles and their required status:

Application Role	Required?
RECERT_ADMIN	Y
SPECIAL_AR_ADJ	Y
STEVE IG	Y
TEST ROLE	Y
TEST_ROLE	Y

A pop-up message box with a yellow warning icon and the text "Congratulations, you have successfully certified your account." is displayed over the form. The "Certify" button at the bottom of the form is grayed out. The browser's status bar at the bottom shows "Record: 0/1", "Done", and "Trusted sites | Protected Mode: Off".

ORACLE FUSION
MIDDLEWARE

QADW13 - Windows Internet Explorer

Action Edit View Help Window

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DATA WAREHOUSE IG	Y
DATA WAREHOUSE OIG	Y
DESC TEST	Y

Non-Disclosure Agreement: ☒ Accept ☐ Decline

Please Specify Your User Type:

Select Federal Supervisor Name/E-Mail:

(Last Name, First Name Middle Name)

By selecting the "Certify" button, you acknowledge that you are the person identified as the User Account Name and that you require the Application Roles as indicated in the "Required" column.

Record: 1/1

Done

Trusted sites | Protected Mode: Off

100%

This screen will remain available to users for review and confirmation, throughout the recertification period, after you have successfully certified your CBS/DW access.